

Data for Move Requirements

Records

Volume to be moved in 1 cubic foot boxes = 20,000 cubic feet (boxes)
Dimensions of cardboard box = 15"x12"x10 $\frac{1}{4}$ "
No. of pallet loads 834
Average weight per pallet 750 lbs
Dimensions of pallet 32"x40"
Dimensions of loaded pallet 32"x40"x47"
Total weight to be moved 625,500 lbs. (313 tons)

Shelving

No. of erected sections to be moved	252 sections
Sections not erected to be moved	85 sections
Total	337

Average weight of a section = 315 lbs.
Weight of 337 sections = 106,155 lbs. (53 tons)

There will be procured 350 sections of unassembled shelving weighing 110,250 lbs. (55 tons)

Office Furniture and Equipment

6 desks	39 chairs	4 Valets	1 Portograph machine
30 tables	1 book case	7 phone stands	3 Kardex tables & Cabinets

As the actual moving day approaches there will undoubtedly be deletions and additions to this list.